Getting Ready Timeline:
The process of getting into a graduate program or receiving a job offer starts your first year as an Undergraduate student. All of this is not a spur of the moment decision and takes time to accomplish. There are a variety of activities that you must engage in to be somewhat ready and successful in your search. Set short term and long term goals to keep your eye on the prize. We recommend you start Now!!

Some things to consider:

Year 1:
- Familiarize yourself with communication tools: Email, Newsletter, Departmental Websites, Degree Audit System, StuInfo, etc…
- Verify and notate academic deadlines such as drop/add dates, withdrawal, refund, etc…
- Meet with an Academic Advisor: plan and review degree requirements, learn about resources
- Investigate ways to enhance your degree: specializations, minors, additional majors
- Get involved through student groups, organizations, residence halls: volunteering, leadership
- Meet with a Career Advisor: start college resume, engage in mock interviews, research job outlook
- Create academic and career plan: courses and activities for enhancement
- Attend academic and career seminars and workshops
- Check into study abroad or study away opportunities
- Prepare for future enrollment

Tips:
- Think outside the box & classroom
- Don’t procrastinate
- Meet with instructors during office hours

Year 2:
- Review and update academic plan
- Meet with Career Advisor: update resume & career goals
- Career exploration: investigate 2-3 career paths
- Attend Career Fairs to learn about what is expected
- Engage in experiential-learning activities: volunteer, job shadow, mentor, informational interviews
- Pursue leadership roles in student groups
- Search and sign up for research opportunities
- Find a summer job or internship
- Get to know at least two faculty

Tips:
- Make it a priority to get to know two faculty each semester for insight, strategies to succeed, career/major focus
Year 3:

- Sharpen necessary skills for internships, jobs, graduate program, career, etc…
- Assess and evaluate academic record
- Gain more research experience
- Update resume
- Attend career fairs and create a list of potential employers
- Conduct/participate in mock interviews
- Find a summer job or internship opportunity
- Investigate and compile graduate school admissions requirements
- Plan, study, and schedule for graduate testing: GRE, MCAT, LSAT, GMAT, etc…
- Create and update profiles on Facebook and LinkedIn
- Attend regional professional conferences and seminars

Summer

Take graduate/professional tests
Create job/graduate school application time line
Visit schools/programs
Create list of contacts for letters of recommendation/references: name, address, phone, email
Six months minimum to find a job, don’t wait until the last minute to start looking. Start NOW.

Year 4:

- Summer after 3rd year, take graduate test
- Complete degree audit/certification with academic advisors
- Request letters of recommendations
- Apply to graduate schools and/or jobs
- Attend career fairs and network with potential employers
- Do Web search for jobs
- Prepare for graduate school and job interviews

Summer

Send thank you notes to recommenders/references
Get final copy of transcript showing graduation date
Make sure diploma is received

Last Words:

Receiving your degree is a great accomplishment. This process above helps you to fully realize not only the steps you need to take but also be aware of what you need to do to reach your goals.

References